

Baltimore Convention Center

Job Announcement

Office of Human Resources

Personnel Assistant

Please mail your completed City application or resume to:

Baltimore Convention Center
1 W. Pratt Street
Baltimore, MD 21201

DEPARTMENT: Administration

SALARY: \$28,203

GRADE: 081

CLOSING DATE: 4/4/08

POSITION DUTIES: Performs office and routine personnel work involving collecting applications, providing information to job applicants, arranging for physical examinations, filling out personnel forms, maintaining personnel records, files, etc.

MINIMUM QUALIFICATIONS:

EDUCATION: High School Diploma or GED Certificate.

EXPERIENCE: Two years of office support experience preferably with knowledge of human resource principles and practices.

SELECTION PROCESS: Only candidates who meet the minimum qualifications will be considered for this classification. Send cover letter, resume, and/or applications to the Director of Human Resources, Baltimore Convention Center, 1 W. Pratt Street, Baltimore, Maryland 21201.

Equal Opportunity Employer/Affirmative Action Employer

Baltimore Convention Center

Job Description

Office of Human Resources

Personnel Assistant

CLASS DEFINITION:

A Personnel Assistant performs basic office work and supports the Human Resource Department as needed. The work of this class involves no supervisory duties or responsibilities.

Incumbents receive moderate supervision from a technical superior. Employees in this class work a conventional work week. Work is performed in an office where working conditions are normal. The work requires minimal physical exertion.

TYPICAL EXAMPLES OF THE WORK: (The following examples illustrate the work performed in this position; however, may require other duties not listed, if necessary, to accomplished to work of this agency.)

- Distributes and collects applications; provides information to job applicants; sets up interviews between applicants and agency supervisors.
- Orients new employees; arranges physical examinations for new employees; informs employees of City and agency policies, rules, regulations, and benefits.
- Fills out, assures the accuracy of and types personnel forms; distributes to City agencies the completed forms and follows up to assure the processing of forms; revises and updates personnel office forms.
- Collects, compiles, and organizes personnel data, and prepares routine personnel reports.
- Maintains personnel records and files.
- Prepares materials for and may attend and participate in meetings.
- Answers inquiries from employees regarding a variety of personnel matters.
- Performs office work, including filing, typing, and general record maintenance.
- Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES:

- Knowledge of office practices and procedures.
- Ability to speak and write effectively.
- Ability to orient new employees.
- Ability to compile data and prepare reports and forms.
- Ability to maintain personnel records.
- Ability to answer inquiries regarding basic personnel matters.
- Ability to deal effectively with City employees and officials and the public.
- Ability to perform office work.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Education – High School Diploma or GED Certificate.

Experience – Two years of office support experience preferably with knowledge of human resource principles and practices.